



The Fort Leonard Equal Opportunity Program News



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Civilian EEO information



Dear Miss Millie,

I've been stuck in the same dead-end job for several years, and have decided that the only way out of it is to further my education, making myself more marketable. I know that you're a promoter of education, in fact, I heard that you coined the phrase "Teach One" to boost my chances for advancement in the job market? What sage advice can you offer

Sincerely, Stuck

DEAR Stuck,

There is a program that could boost your chances for upward mobility in the job market expeditiously. It is the Student Educational Employment Program. There are two components of the program: The Student Career Experience Program (SCEP) and the Student Temporary Employment Program (STEP). The SCEP provides for periods of attendance at accredited schools combined with periods of career-related work. This is a formally structured program and requires written agreement by all parties (agency, school and student) as to the nature of work, continuation in, and successful completion of the program. Students who have met all the requirements of this program may be noncompetitively converted to a career or career-conditional appointment in an occupation related to their academic training and work study experiences. The STEP provides flexibility to appoint students on a temporary basis to jobs that may or may not be related to their academic field of study. Employment can range from summer jobs to positions that can last for as long as the individual is a student. Appointments are not to exceed one year; however, extensions are permissible in one-year increments. Students employed as STEPs may not be retained beyond graduations (May or December). You may be appointed to either program if you are pursuing: (1) High School Diploma or General

converted to other STEP appointments at the same or higher grade. Employees in SCEP positions may also be promoted to higher graded trainee positions based on completion of portions of the education and student trainee work experience. See your CPAC Advisor for more information.

Respectfully, Miss Millie

Military EO information

Be a Victor!
not a Victim.

of sexual harassment or
discrimination...take charge
of your self-respect and
dignity!

All service members and civilians have a responsibility to help resolve acts of sexual harassment. Anyone can do this by taking a **Direct approach**; confront the harasser and tell him/her that the behavior is not appreciated, not welcomed and that it must stop. Stay focused on the behavior and its impact. Use common courtesy. Write down thoughts before approaching the individual involved. You can also use the **Indirect approach**; send a letter to the harasser stating the facts, personal feelings about the inappropriate behavior and expected resolution. In addition to that you can get the help of a **Third party**; request assistance from another person, ask someone else to talk to the harasser, to accompany the victim, or to intervene on behalf of the victim to resolve the conflict. Or you can use your **Chain of Command**, report the behavior to your immediate supervisor or others in the chain of command and ask for help to resolve the situation. Lastly, get the details for filing an in

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